

HB Ref No:	
Date Form Issued:	
Issued by:	



Discretionary Housing Payment Application Form Housing Benefit

Please complete this form if you are getting Housing Benefit and wish to be considered for an award of Discretionary Housing Payment.

If you are struggling to pay your rent, you may be entitled to a Discretionary Housing Payment. A Discretionary Housing Payment allows us to give extra help with your rent when your Housing Benefit does not fully cover your rent charge and we are satisfied that you need that additional help. Discretionary Housing Payments are intended to help Housing Benefit claimants sustain their tenancy and prevent and alleviate homelessness.

A Discretionary Housing Payment can only be awarded by the Housing Executive to tenants where their award of Housing Benefit is affected by one (or more) of the following:

1. A rent restriction (for private tenants only)
2. the 'Family Premium' not being included in their Housing Benefit calculation because of a change in the law in September 2016

Housing Executive and housing association tenants *can only be considered* for a Discretionary Housing Payment because of 'Family Premium'.

You **cannot**, for example, qualify for Discretionary Housing Payment if your Housing Benefit has been reduced because of an increase in household earnings, a change in the number of people living in your household, a non-dependant has moved in or you are paying back an overpayment.

To apply please complete this form and email or post it to the Housing Benefit Unit for your area. If sending by email you can either scan or photograph the form on a mobile phone or tablet device and email it through to your local Housing Benefit unit as detailed below.

Antrim, Ballymena, Ballymoney, Carrickfergus, Coleraine, Larne, Newtownabbey, Moyle	Derry/Londonderry, Limavady, Magherafelt, Strabane
Twickenham House Mount Street, BALLYMENA BT43 6BP E: Northeast.housingbenefit@nihe.gov.uk	Richmond Chambers The Diamond LONDONDERRY BT48 6QP E: Westarea.housingbenefit@nihe.gov.uk
Armagh, Banbridge, Craigavon, Newry & Mourne	Belfast
Marlborough House Central Way Craigavon BT64 1AJ E: Southarea.hb@nihe.gov.uk	Housing Centre – 4 th Floor Adelaide Street Belfast BT2 8PB E: Belfasthb@nihe.gov.uk
Ards, Bangor, Castlereagh, Downpatrick, Lisburn	Cookstown, Dungannon, Fermanagh, Omagh
Strangford House 28 Court Street Newtownards BT23 7NX E: Southeast.housingbenefit@nihe.gov.uk	MacAllister House Woodside Avenue Omagh BT79 7BP E: Omagh.housingbenefit@nihe.gov.uk

Please complete the following in black ink and use capital letters:

About You:

Surname:			
First Name:			
Address: include any flat number			
Postcode:			
Contact Numbers:	Tel:	Mobile:	
Email:			

Date of birth								N.I. Number:									
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Child / Young Person:

Are you responsible for a child or young person for whom you still receive payments of Child Tax Credit or Child Benefit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Your Income and Savings:

If you or your partner (if any) currently have savings please confirm the total amount (we may ask you for proof of this)

£

If you or your partner (if any) receive DLA, Personal Independence Payments or Attendance Allowance, Armed Forces Independence Payment please tell us how much in total this is

£

Medical or special circumstances:

Please tell us about any medical / special circumstances that affect your need to live at this address. (For example: if you receive or provide family support, if you or a family member need access to hospitals or a medical facility, your property been adapted for your or your household needs, is the property near schools or your employment etc.)

About Your Landlord:

Your landlord / letting agent's name	
Your landlord / letting agent's telephone no	
Your landlord / letting agent's email	

Only complete this section if you pay rent to a private landlord / letting agent

Please do not complete this section if you are a Housing Executive or housing association tenant and you do not live in a hostel or in supported accommodation:

How much rent does your landlord charge?	£		
How often does this amount have to be paid?	Monthly <input type="checkbox"/>	Weekly <input type="checkbox"/>	
	Fortnightly <input type="checkbox"/>	4 Weekly <input type="checkbox"/>	
Does this charge include rates?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
After your Housing Benefit award is made, how much do you still have to pay each week towards your rent?	£		
Do you have any rent arrears?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please tell us the amount	£		
Are you at risk of eviction because of rent arrears?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
How long have you lived at this address?	Years		Months

Declaration:

I declare that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that action may be taken against me if:

- this information is found to be incorrect or incomplete; or
- if I fail to report any changes in my circumstances which may affect any award of Discretionary Housing Payment that I may receive.

Signature: _____

Date: _____

Further Information

If you have any queries regarding a Discretionary Housing Payment, you may find the answers on our website.

Please visit: www.nihe.gov.uk

Alternatively, you can contact the Housing Executive by email (*please see page 1 for details of your local Housing Benefit Unit email address*) or by phone and a member of staff will be happy to help.

☎ 03448 920 902 | NGT*: 18001 03448 920 902

***for use by those who are deaf, hearing or speech impaired a Textphone or App is required.**

Independent Advice

If you would like free independent and confidential advice on benefits, money worries or debt, you can contact:

Make the Call: 0800 232 1271

Advice NI: 0800 915 4604

Housing Rights: 02890 245 640

What we do with your information

You have applied to the Housing Executive to claim a Discretionary Housing Payment. The Housing Executive in processing your application is exercising its statutory powers using the lawful basis of public task. The Housing Executive requires the information as it is necessary for the purpose of deciding your Discretionary Housing Payment (if any), under the law.

Sharing your information with others

We will share your information to process your award for a Discretionary Housing Payment and any other claim for Social Security benefits. Your information is only shared where this is necessary to comply with our legal obligations or as permitted by General Data Protection Regulation or the Data Protection Act 2018. The Housing Executive protects your personal information. You have a right to know how we collect and use your personal information. These details can be found in our Privacy Notice which is on our website www.nihe.gov.uk/privacy_notice or we can post or email a copy to you.